



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	PUBLIC HEALTH NURSE IV
Posting Number	PN# 112435
Department	Health & Human Services
Division	Neighborhood Services
Section	Public Health Preparedness
Reporting Location	8000 N. Stadium Drive, 3 <sup>rd</sup> Floor
Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
	*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs supervisory, consultative, advisory and educational nursing work in the field of public health. Work may be related to general public health nursing or a specialized area.

**CORE FUNCTIONS**

- Assists with emergency preparedness planning and evaluation.
- Plans and evaluates various emergency preparedness programs.
- Assists with developing and implementing emergency preparedness program policies and deliverables.
- Develops and conducts training for the community and HDHHS on emergency preparedness.
- Supervises nursing staff per emergency preparedness program.
- Develops, implements, and performs quality improvement activities.

**WORKING CONDITIONS**

The position occasionally requires stooping, bending, and light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred. Must be licensed to practice as a registered nurse in the State of Texas.

**MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of experience as a practicing registered nurse are required. A Master of Science degree in Nursing and two (2) years of experience in general nursing, including one (1) year of supervisory experience, may be substituted for the experience requirement.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2) and licensed to practice as a registered nurse in the State of Texas.

**PREFERENCES**

- Emergency preparedness experience.
- Bilingual preferred English to Spanish.
- Excellent computer skills, and oral communication; strong oral, written, and organizational skills.

**SELECTION/SKILLS TESTS REQUIRED**                      None

**SAFETY IMPACT POSITION**                      ☒ Yes ☐ No

If yes, these positions are subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

**GRANT FUNDED POSITIONS**

**Grant positions are dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 22  
\$1,703- \$2,388 Biweekly    \$44,281 - \$62,088 Annually

**OPENING DATE**                      August 9, 2006

**CLOSING DATE**                      Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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